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STATISTICAL CLERK TYPIST CAF - 5

Under general supervision of the Branch Chief and Assistant Branch Chief, with some latitude for independent decision, individually performs difficult statistical clerical work involved in the presentation of statistical data of extreme complexity and performs such other incidental work as is inherent in housekeeping duties of a Branch of some twenty-five employees engaged in business audit functions; and accomplishes other work as assigned.

From materials supplied by business accountants makes presentation of such data in statistical form, usually without assistance or instructions, for the office of logistics and other interested contracting authorities, making independent determination as to the most appropriate format to be employed; performs necessary computations to arrive at proper tabulations, size of paper required, etc., and adjusts the statistical electric typewriter for achievement of the desired results; determines the form in which prepared reports should be bound and filed and accomplishes such processing and reviews completed reports for mathematical and typographical accuracy, employing for this purpose calculating, and other types of computing machines.

Determines the requirements of the Branch and its personnel as to equipment and expendable supplies; prepares requisitions therefor and personally expedites the obtaining of such items as are found to be in stock; prepares records on personnel, contracts, industrial reports and correspondence and devises methods for indexing and control of such records, which are usually required at frequent intervals

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and must, therefore, be readily accessible because of the nature of the work being performed; prepares personnel attendance records; schedules office personnel for duty pertaining to physical security and circulates to personnel for their information and guidance memoranda, and audit and accounting publications pertaining to industrial cost accounting assignments.

As such assignments are made, writes memoranda and letters pertaining to work of the Branch, performing stenographic duties as may be required; dispatches correspondence to personnel in the field and to commercial firms as necessary; types travel accounts of personnel and cooperates otherwise as may be required for the orderly function of the Branch.